

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name and Address</i>): ATTORNEY FOR (<i>Name</i>): <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME: </div>	TELEPHONE NO.:	FOR COURT USE ONLY
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> PLAINTIFF: DEFENDANT: </div>		
NOTICE OF CASE MANAGEMENT CONFERENCE		CASE NUMBER:

1. NOTICE is given that a **Case Management Conference** has been scheduled as follows:

Date: Address of court	<input type="text"/> shown above	Time: <input type="text"/> is:	Dept.:	Room:
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2. ☐ You must file and serve a completed *Case Management Conference Questionnaire* at least **five days** before the case management conference.

3. You must be familiar with the case and be fully prepared to participate effectively in the case management conference.

4. At the case management conference the court may make pretrial orders, including the following:

- a. An order establishing a discovery schedule.
- b. An order referring the case to arbitration.
- c. An order transferring the case to the municipal or justice court.
- d. An order dismissing fictitious defendants.
- e. An order scheduling exchange of expert witness information.
- f. An order setting subsequent conferences and the trial date.
- g. Other orders to achieve the goals of the Trial Court Delay Reduction Act (Gov. Code, § 68600 et seq.).

Date: _____ Clerk, by _____, Deputy

— SANCTIONS —

If you do not file the *Case Management Conference Questionnaire* required by local rule, or attend the case management conference or participate effectively in the conference, the court may impose sanctions (including dismissal of the case, striking of the answer, and payment of money).